

YOUTH SERVICES POLICY

Title: Intake Services Next Annual Review Date: 07/01/2017	Type: D. Community Based Services Sub Type: 7. Intake Number: D.7.1
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References: La. R.S. 46:1251(A) and (B), 46:1253, 36:408 and La. Children's Code, Arts. 808, 809, 810, and 819, and ACA Standards 2-7091, 2-7093, 2-7904 and 2-7096 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/01/2013

I. **AUTHORITY:** Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary

II. **PURPOSE:**

To establish uniform policy and broad procedures regarding the provision of intake screening services to local District Attorney's offices.

III. **APPLICABILITY:**

The Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and Regional Managers.

Regional Managers are responsible for ensuring all necessary procedures are in place to comply with this policy.

IV. **DEFINITIONS:**

Agency - Youth Services, Office of Juvenile Justice

Community Based Services (CBS) - formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state.

Intake Services – services provided to the local district attorney's in areas where YS, OJJ provides probation services. Services provided may be screening of arrest reports, intake interviews, make recommendations for dismissal of charges or petition to court, and informal supervision.

PPO/J - includes CBS probation officers (Probation and Parole Officer 1,2 and 3/Juvenile)

Regional Managers - Managers of the CBS offices located throughout the state.

V. POLICY:

It is the Deputy Secretary's policy to provide basic intake screening services to a District Attorney who requests such services.

VI: PROCEDURES:

- A. To initiate intake services, the District Attorney and Regional Manager shall draft an agreement [Attachment D.7.1(a)], which clearly states the limited intake services the agency is able to provide. Additional provisions may be added to this agreement with the concurrence of the Regional Manager and District Attorney. The agreement shall be signed by the Deputy Secretary and District Attorney.
- B. If a Regional Manager receives a request for intake services from a District Attorney and does not have sufficient staff to proceed, the request shall be forwarded to the Regional Director, or designee, for further action.
- C. INTAKE INTERVIEW
 - 1. Prior to questioning, the intake process shall be explained to the youth and his/her parent(s)/guardian.
 - 2. The youth and/or parent(s) shall have their rights explained and the possible consequences if these rights are waived.
 - 3. If the youth and/or parent(s) refuse to waive their rights or the youth denies the charge, the interview shall be terminated and the matter referred to the District Attorney for further disposition.
 - 4. If the youth and/or parent(s) sign the Waiver of Counsel form found in JETS and admit to the allegation(s), the PPO/J shall continue the interview. Utilizing the Intake Screening Report found in JETS, information shall be gathered regarding the incident and the youth's background in order to make a recommendation to the District Attorney. Prior to submitting the recommendation, supervisory review and approval is required.

Previous Regulation/Policy Number: D.7.1

Previous Effective Date: 06/08/2011



Attachments/References: D.7.1 (a) Intake Agreement june 2013.docx